

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

U.S. Embassy Ashgabat

2. AGENCY

STATE

3a. POSITION NO.

A73002

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ Yes ☐ No

4. REASON FOR SUBMISSION

☒ a. Redescription of duties: This position replaces
 Position No. **A73002** **Administrative Clerk** (Title) **105** (Series) **05** (Grade)
(Info/Media)

☐ b. New Position

☒ c. Other (explain vacant position was updated)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority
Management Officer

Information Assistant, FSN-6105

07

BJM

03/30/2011

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

Information Assistant

7. NAME OF EMPLOYEE**8. OFFICE/SECTION**

Public Affairs Section

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

 Typed Name and Signature of Employee Date(mm-dd-yy)

Bradly T. McGuire
 Typed Name and Signature of Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

William B. Stevens 03/30/2011
 Typed Name & Signature of Section Chief or Agency Head Date(mm-dd-yy)

Benjamin J. Mills 03/30/2011
 Typed Name and Signature of Admin/Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

See Attached

14. MAJOR DUTIES AND RESPONSIBILITIES

See Attached

% OF TIME

13. BASIC FUNCTION OF POSITION

Under the direct supervision of the Information Officer, the incumbent performs a variety of activities in support of Mission outreach, information, media and public diplomacy initiatives. He or she serves as the primary coordinator for the American Corners program, assists in daily media production and output, serves as one of the department's primary translators and copy editors, produces the Embassy newsletter and backs-up the media and information sections of the PAS as needed.

14. MAJOR DUTIES AND RESPONSIBILITIES

1. **Manage and coordinate American Corner activities;** serves as primary Embassy liaison with ACCELS and the American Corners in Turkmenistan, undertaking coordination of operational activities; travels to American Corners routinely; recruits for and facilitates American citizen speakers program; works with Information Officer (IO) in recommending and developing initiatives that advance USG policy through the American Corners; monitors budgeting and planning issues; manages American Corner inventories, equipment, subscriptions, books and calendars; conceives, writes and produces relevant print materials for American Corners. **(35%)**
2. **Assist daily media production;** works with IO in developing daily media distribution plan; serves as primary PAS photo editor, photo gallery producer and graphic artist; provides Russian and Turkmen translations for social media platforms and additional PAS products. **(35%)**
3. **Produce Embassy newsletter;** researches, writes, produces and distributes the Embassy newsletter on an established schedule; advocates for and coordinates greater participation of additional USG departments to be represented in the newsletter; liaises with website and social media producers to integrate newsletter content. **(15%)**
4. **Back-up Media Team and IRC;** assists other PAS sections by serving as a back-up website producer, social media producer; photographer, videographer, translator, copy editor and IRC clerk. **(10%)**
5. **Performs additional duties as required;** undertakes additional duties as assigned by the Public Affairs Officer or Information Officer in support of Public Diplomacy programs and overall Mission goals. **(5%)**

15. REQUIRED QUALIFICATIONS

a) Education: Bachelor degree in business or liberal arts is required.

b) Prior Work Experience: At least one year of progressively responsible experience in office management/ administrative work.

c) Post Entry Training: Available and applicable USG-sponsored courses at FSI, RPO/Vienna, RSC Frankfurt or other sites. PAS and American officers will provide OJT regarding public diplomacy regulations, post priorities and programs as appropriate.

d) Language Proficiency: Level IV proficiency in written and spoken English is mandatory. In addition, the incumbent should have a minimum of Level IV proficiency in both written and spoken Russian and Turkmen.

e) Knowledge: The incumbent must have general knowledge about Turkmenistan's media, political, economic, social and educational structures and working knowledge of USG policy with respect to Turkmenistan. The incumbent must be familiar with media equipment (camera, video camera, photo and video editing programs, etc.). Must have a good understanding of USG public diplomacy goals; must have managerial and organizational knowledge sufficient to manage a large program and monitor its daily operations at remote locations

f) Skills and Abilities: Must have the ability to work with general computing software with the ability to be trained in Adobe Photoshop, Video and Audio Editing Software, etc.; must have user level proficiency with standard computer programs (Microsoft Office, Microsoft Outlook, Internet Explorer); must have a high-comfort level and skill in initiating and nurturing relationships with other USG departments, NGOs and co-workers associated with the American Corners; must be able to adapt and translate informational materials into Russian and Turkmen.

16. POSITION ELEMENTS

a) Supervision Received: From Information Officer (direct) and Public Affairs Officer.

b) Available Guidelines: Agency handbooks provide guidance on professional and technical issues. The incumbent can seek guidance from the supervisor and colleagues.

c) Exercise of Judgment: The incumbent should have a well-developed sense of professional and personal propriety, and be able to exercise initiative and responsibility in administrative matters.

d) Authority to Make Commitments: None.

e) Nature, Level and Purpose of Contacts: Working level contacts with USG personnel in all departments and with contacts associated with the administration of the American Corners (ACCELS, IIP, etc.).

f) Supervision Exercised: None.

g) Time Required to Perform Full Range of Duties: Six months to one year.